



UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
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**2020 CENSUS PROGRAM MEMORANDUM SERIES: 2021.13**

**Date:** June 10, 2021

**MEMORANDUM FOR:** The Record

**From:** Albert E. Fontenot, Jr. **(signed June 10, 2021)**  
Associate Director, Decennial Census Programs

**Subject:** Updates to the 2020 Archiving Operation Detailed Operational Plan

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This memorandum documents specific updates that have been made to the plan for the Archiving Operation (ARC) since the release of the [Archiving Detailed Operational Plan \(DOP\)](#) on October 16, 2018. Changes were related to the impact of the COVID-19 pandemic on the schedule for delivery of artifacts, a Census Bureau office reorganization, and final National Archives and Records Administration (NARA) dispositions from the approved 2020 Records Schedule.

The following table identifies the DOP sections that have been updated per this memo:

Section No.	Section Name	Page	Original Wording	Update
2.2	Background	2	Per NARA, the Census Bureau will have to provide a linkage between the individual response data and any copies of	Removed. Per NARA disposition, images were deemed temporary in the 2020 Records Schedule and will not be transferred to NARA.

			questionnaires on paper or electronic image, as needed.	
2.2.1	Archiving to NARA and the 2020 Census Records Schedule	3	The Archiving operation was also included in the 2018 End-to-End Census Test so that archiving systems could be properly integrated and conform with functional and nonfunctional requirements.	The Archiving operation was included in the 2018 End-to-End Census Test to ensure all official response data and final data products from the 2020 Census would be centrally located. Response data and final data products will either be maintained at headquarters (HQ) for internal research or transferred to NARA. A subset of all systems were examined to test that final data products were sent to the Census Data Lake and data sets were confirmed to be stored for posterity.
2.3.1	High-Level Operational Design	8	Administrative and Customer Services Division (ACSD)	Office name change to Policy Coordination Office (PCO) during Census Bureau reorganization.
2.3.1	High-Level Operational Design	8	When the 2020 Census cycle closes in 2023, overseeing the archiving responsibility will be transferred from the ARC Integrated Project Team (IPT) to the records manager in the Decennial Census Management Division, and the central repositories (CDL and Census Image Retrieval Application [CIRA]) will store the 2020 Census records until the records have reached their disposition. ARC is complete when all final 2020 Census records are in their “final” destination.	Because of COVID-19 pandemic impacts, a subset of operational documents to be archived will not be complete until 2025. When the 2020 Census cycle closes in 2025, overseeing the archiving responsibility will be transferred from the ARC IPT to the records manager in the Decennial Census Management Division and the central repositories (CDL and Census Image Retrieval Application [CIRA]) will store the 2020 Census records until the records have reached their disposition. ARC is complete when all final 2020 Census records are in their “final” destination.
2.3.2	ARC Operational Context	11	ARC uses the following systems: the central repository called Census	ARC uses the following systems: the central repository called Census Data Lake (CDL), which

			Data Lake (CDL), which stores the response data and paradata from the 2020 Census; CIRA, which displays images of paper questionnaires as well as geographic and response data, mainly to execute the Age Search service; the Decennial Applicant, Personnel, and Payroll System (DAPPS), which stores personnel and payroll data to use as reference data for legal inquiries for the decennial program; the DMS receives files according to archiving specifications; and, the Demographic Survey System: Feith (DSS:Feith) that is a counterpart to CIRA and also displays images for the Post-Enumeration Survey.	stores the response data and paradata from the 2020 Census; CIRA, which displays images of paper questionnaires as well as geographic and response data, mainly to execute the Age Search service; the Decennial Applicant, Personnel, and Payroll System (DAPPS), Census Hiring and Employment Check System (CHEC), Recruiting and Assessment (R&A), Census Human Resources Information System (CHRIS), Field Operational Control System (FOCS) and the Demographic Survey System: Feith (DSS:Feith) store personnel and payroll data to use as reference data for legal inquiries for the decennial program; the DMS manages access to files according to archiving specifications.
2.3.2.1	ARC Operational Inputs	13	Image data to be indexed and archived based on NARA requirements, including images for completed questionnaires for housing units and for other unit types such as group quarters (GQs) and transitory locations.	Image data to be archived based on Census Bureau and NARA requirements, including images for completed questionnaires for housing units and for other unit types such as group quarters (GQs) and transitory locations.
2.3.2.4	ARC Operational Mechanisms	20	Data Management System (DMS) is the system that receives files in accordance with the archival specifications.	Data Management System (DMS) is the system that manages access controls for data stored in CDL, in accordance with the archival specifications.
3.	Archiving Operation (ARC) Detailed Process Description	27		Changes made to BPM: <ol style="list-style-type: none"> <li>1. Removed 15 year storage period. Per the approved Records Schedule, NARA approved an early</li> </ol>

				<p>delivery of files and data.</p> <p>2. Addition of the Data Transfer Agreement and Concept of Operations creation. These files document the transfer process of data and files from Census to NARA.</p>
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